

KOMAX CORPORATION

Position: Office Coordinator

Compensation: \$15.00 - \$16.00/hour

Position Summary: Komax Corporation, a Swiss manufacturer of precision automation equipment for the wire processing industry is seeking a Receptionist. Manage phone traffic through an automated phone system, and greet and direct guests in an efficient professional manner. Assist in clerical/administrative duties as assigned.

Job Description:

- Maintain the switchboard activity, including the employee directory, and all call activity. Greet and direct visitors in a courteous and professional manner.
- Provide clerical support including handling of mail, faxes, calendar, meeting schedules, customer files and routine clerical accounting duties.
- Process invoices daily.
- Maintain an adequate inventory of office supplies, avoiding shortages, while staying within budget.
- Perform other duties as assigned.
- Adhere to company policies and procedures as stated in the quality system documentation manual and employee handbook.

Requirements:

- ERP System experience (preferred)
- Good oral and written communication skills.
- Proficient in Word and Excel
- Good verbal communication skills.
- Pleasant, positive demeanor with callers, visitors and co-workers.
- Experience in using the Internet.
- Experience in using the switch board (Aastra 7444ip) preferred.

Physical Requirements:

- Extended periods of sitting, filing, and party planning
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For consideration, please send a resume to dharris@lakecountyil.gov and state Receptionist in the subject line.